

15-90 CORRIDOR INTEROPERABLE COMMUNICATIONS PROJECT

Meeting: Friday, January 7, 2005

Time: 10:00 AM – 3:00 PM

Place: Butte – Silver Bow Courthouse, First Floor Conference Room

10:00 PM Call to Order: Jim Minor, Project Director

Introductions

Approval of Minutes (October 15, 2004)

1:15 PM FE Presentation: Neil Horden

Distribution of Contact Information

Overview of Program Scope & Goals

Identification of Agencies & Stakeholders

Overview of Program Time Line

Review of Critical Dates & Deliverables

Review of Collected Survey Information

Review of Existing Material

Scheduling of Interviews

Open Discussion and Q&A

SIEC Update

Operational Requirements

- Travel
- Telephone
- Copy Services
- Other Services

Budget / Monies Transferred to MT DES Account

Billing & Payment for Federal Engineering Services

Schedule Consortium Meetings

Consortium By-laws

Other Discussion

Date for Next Meeting

3:00 PM Adjourn

Butte Silver Bow Sheriff John Walsh called the October 15, 2004 meeting of the 15-90 Corridor Communication Project to order at 1:00 P.M. in the Butte Silver Bow (BSB) Courthouse Conference Room.

ATTENDANCE

Local

Steve Immensuch, Granite County Sheriff
John Walsh, BSB Sheriff
Bill Briggs, Beaverhead County Sheriff
Wilma Puich, BSB/DES Coordinator
Jim Minor, DES Coordinator Granite County
Buzz Peterson, DES Coordinator Anaconda/Deer Lodge County
Larry Laknar, Beaverhead County DES Coordinator
Jeff Miller, Director of Fire Services, BSB
Bill Converse, Anaconda Fire Chief
Jennifer Kerns, BSB Public Information Officer
Dave McPherson, BSB 9-1-1 Coordinator
Bob McWilliams, Beaverhead County DES Coordinator

State Employees

Gary Hindoién, MT. Homeland Security Assistance
Ron Warren, Project Coordinator Public Safety Services Bureau

Guests

Neil Horden, Federal Engineering – Virginia

APPROVAL OF MINUTES

A motion was made and seconded to approve the minutes of the September 17, 2004 meeting as written and distributed. Motion Carried.

STATE INTEROPERABILITY COMMUNICATION COMMITTEE REPORT

Jim Minor attended this meeting. The 15-90 Corridor Concept Demonstration Project Application was discussed and will be voted on during the November 2004 meeting. The technical committee of the SIEC is reviewing the document for compliance.

George Grosbeck from Butte, a member of the SIEC, encouraged us to continue the project. He encouraged the committee to continue to plan and organize to ensure we are eligible for funding distribution if and when it becomes available.

COUNTY RESPONSES TO COMMUNICATION EQUIPMENT SURVEY

Jim Minor thanked everyone for prompt response to compile the communication equipment survey. This request came from Federal Engineering.

LETTERS OF INTENT TO FORM CONSORTIUM

Jim also thanked everyone for submitting their signed Letter of Intent and the many Letters of Support from each county. These have all been sent to Sheri Lanz. He will continue to accept support letters sent to him.

MEMORANDUM OF UNDERSTANDING (MOU)

The MOU from the four counties, signed by the Local Emergency Preparedness Committee Chairperson and Commissioner Chairperson and in two cases the Chief Executive was discussed. Knowing that each county has different meeting dates of these bodies it is hoped that all four counties can have this document submitted by the first week in November to Jim. All four counties will pool their allocated funding for the Division of Homeland Security to administrate.

CONSORTIUM STRUCTURE

Project Director Appointed

A motion was made by Wilma Puich to appoint Jim Minor as the four-county Project Director and authorize him the right to sign documents on behalf of the Consortium. Motion Seconded by Buzz Peterson. Jim did accept the nomination and stated that he was “absolutely committed to the project.” Motion Carried.

Governing Board

A discussion ensued on future meetings. All agreed that it would be impossible for the entire group to meet on a regular basis. Therefore, all present agreed that the four DES Coordinators would comprise the consortium and would hold at least five meetings. Each DES Coordinator was to appoint an alternate. This official appointment of the local governing body could be submitted with the MOU. This group will review bills and agree to payment and discuss all other issues pertinent to the project. They will be responsible to insure that all their local stakeholders are kept informed.

By-Laws

Jim stated that he would begin work immediately on the by-laws for the 15-90 Project. He will see that every stakeholder receives them advance to review. This document will include the actions taken regarding the formation of the consortium and the appointment of the project director.

FEDERAL ENGINEERING PRESENTATION

Neil Horden, Federal Engineering representative assigned to the 15-90 Corridor Project and a Senior Consultant with FE, presented a power-point program on the services they will be providing to the project. Each member present received a copy of this presentation. Copies of the presentation are available upon request in the BSB/DES office.

DISCUSSION OF PRESENTATION BY FEDERAL ENGINEERING

- Office Site: Determined it will be in the BSB/DES office.
- Travel to and from meetings will be provided.
- Phone card to be purchased by FE and submitted to DHS for reimbursement.
- Interviews on site in each county:

Anaconda/Deer Lodge – 4

Beaverhead – 3

Butte Silver Bow – 6

Granite – 5

Yet to be determined for individual interviews to include vendors – 4

- Interviews will be driven by real needs of the users.
- Project deliverables will take about 22 weeks.
- Access to tower and microwave sites getting limited with weather related problems. Group encouraged to have pictures of these sites if possible, a physical description, antenna information and a list of equipment in the building if the site is not accessible. Out of state sites that share a repeater will require special attention, especially Idaho which would require P-25 analog capability to allow communications with them. FE has no contract to work with Idaho.
- The plan will cover a window of five to ten years.
- P-25 radio systems now being available in Kenwood, Icon and Bendix King.
- Federal Emergency Management Agency (now under the Department of Homeland Security) has a goal of having a radio in the hand of every emergency management responder in the country.
- Important for FE to address SIEC/ODP needs.
- Lewis & Clark County controller is vendor specific – need to go with Motorola system.
- Committee did not address costs involved in using snowmobiles to visit sites. Will handle each need separately.
- FE will visit each dispatch center.
- Homeland Security War Supplemental/ODP funding guidelines established by Homeland Security Task Force:
 - 01 planning/objectives
 - 02 communications
 - 03 Personal Protection Equipment
 - 04 Other to include communications
- Neil Horden stated that the general direction plans are focused at are stove pipe systems.

BUDGET

Jim Minor asked about what is the cost to the four counties not to have this plan completed? He stated that we have no choice but to do it. Trying to do this as an individual county would be impossible as well as cost prohibitive. He stated that it is critical to buy equipment that we know will fit into the design of the statewide system.

With that said he presented the budget:

\$ 194,810.00 Federal Engineering
\$ 760.00 Project Director expenses
\$ 3,000.00 Office expenses to BSB

\$ 198,570.00 TOTAL

Cost to each county would be \$49,642.50

Gary Hindoien stated that this funding could come from the FY03 and FY04 funding. The FY02 Assessment will be the avenue to funding.

MOTION TO ACCEPT FEDERAL ENGINEERING PROPOSAL

Following a discussion Buzz Peterson made a motion to accept the Federal Engineering proposal and to adopt the budget as presented to proceed with the project. Motion seconded. Motion carried. The State Homeland Security Division will work with each of the four counties to determine the funding requirements.

OTHER

Hindoien reminded everyone that the FY04 grants are due November 1, 2004 and that he would insure that these four counties were reviewed early on in the process so that the project would proceed.

Jim Minor will be in touch with the identified consortium members to schedule the next meeting. He will continue to be in touch with all stakeholders.

ADJOURNMENT

The meeting adjourned at 4:35 P.M.

Wilma Puich, Reporter